



CALIFORNIA ARTS COUNCIL

STATE-LOCAL PARTNERSHIP PROGRAM

2007-08 Guidelines & Application

Postmark Deadline: October 19, 2007



California Arts Council

Governor of California
Arnold Schwarzenegger

Arts Council Members

Michael Alexander
Annette Bening
Eunice David
Phyllis Epstein
Chong-Moon Lee
Carlos Martinez
Michael A. Rubel
Fred Sands
Malissa Feruzzi Shriver
Karen Skelton
William Turner

Executive Staff

Director
Muriel Johnson

Deputy Director
Marilyn Nielsen

Chief of Grant Programs
Josie S. Talamantez

Chief of Administrative Services
Scott Heckes

Communications Officer
Mary Beth Barber

Address

1300 I Street, Suite 930
Sacramento, CA 95814

(916) 322-6555
Toll Free (800) 201-6201
FAX: (916) 322-6575

Web: www.cac.ca.gov

Office Hours

8:00 a.m. - 5:00 p.m.
Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members; the assembly speaker appoints one member; and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through Arts and Creativity.

Funding: The CAC is a state agency, funded primary from the state's annual budget process, supplemented with funds from the National Endowment for the Arts. Its grants are usually matched by foundation, individuals, earned income, government agencies, or other organizations.



Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participation in, or in any way interfere with panel meetings. Go to the CAC Website for meeting dates and locations at www.cac.ca.gov

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Panel's assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeals.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as define by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the American With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

2007-2008 DEADLINES State-Local Partnership Program

**APPLICATION MUST BE POSTMARKED
BY THE DEADLINE DATE
OR DELIVERED ON THE DEADLINE BY 5:00 PM.**

Staff

**Chief of Grant Programs
Josie S. Talamantez**

**SLPP Arts Program Specialist
Rob Lautz**

**NOTE! This application will be used to determine
award amounts for two granting cycles:**

- **2008 (January – June)**

AND IF FUNDING IS AVAILABLE

- **2008 – 2009 (July 2008 – June 2009)**

**The rank this application receives will be carried
over for the second granting cycle. It is important
that proper care in preparation of this application
be taken to ensure that it is competitive.**

**SLPP panel recommendations will be reviewed by
the California Arts Council for approval at its
January 2008 public meeting.**

PURPOSE

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

The goals of the SLPP are:

- To increase public awareness of, and participation in the arts of all cultures;
- To advocate for the arts at all levels;
- To encourage and promote arts in education;
- To encourage local communities to foster the growth of arts resources to meet local needs;
- To encourage local and regional partnership development promoting the health of the arts;
- To provide access to high quality artistic experiences for all Californians; and
- To promote cooperation and collaboration among county and city arts in planning, programming, and policy development.

The SLPP seeks to accomplish these goals through funding to local arts agencies (nonprofit arts councils or commissions) designated by local government to apply to the program. Local arts agencies are required to implement countywide local arts programs based on effective, broad-based community assessment and planning.

The program's objectives are:

- To increase support for quality artistic activities by supporting the programs, services, and arts policy development efforts of California's designated local arts agencies;
- To serve the cultural needs of local communities, including geographically isolated and economically disadvantaged communities;
- To broaden and leverage public and private support for the arts;
- To increase cultural expression and participation among the diverse and underserved populations of the state based on local planning and the goals of the California Arts Council; and
- To promote collaboration and cooperation among the state's local arts agencies and county education institutions to assist in institutionalizing arts in education policy, initiatives and programs.

The guidelines for the State-Local Partnership Program emphasize managerial standards, the development of quality arts programming, and access for all Californians. The guidelines strongly encourage relationship building between local arts agencies and county and regional educational institutions to promote and support arts in educational policy, initiatives and programs.

GRANTS

The SLPP provides grant opportunities for general operating support for county designated local arts agencies to support public awareness, advocacy and programs.

FUNDING PROCESS

Funding is awarded through a competitive application/review process. Applicants must make a clear case for funding based on the quality of programs and services, diverse representation in governance and outreach, and a commitment to achieving and maintaining professional management standards. Priorities for funding are recommended by a peer review panel based on the state funding criteria. California Arts Council members make final decisions on all grants.

The funding amount for a county partner's general operating support for January – June 2008 is recommended at \$7,500. Funding for July 2008 – June 2009 is contingent on the Governor's budget.

ELIGIBILITY

Applicants must be designated by resolution of their board of supervisors to serve as the local partner. They must also meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under *Requirements* on page ii.

Applicants must meet CAC programming and managerial standards to receive support. Local partners must demonstrate significant local support reflecting the community's resources. This should include local government financial and in-kind support where feasible.

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Provide a public office staffed by, at the minimum, a part-time director/professional administrator to be accessible during normal business hours.
- Provide information and referral services for the local community regarding local, state, and national arts programs.
- Have an established partnership with the City and/or County Superintendents of Education and/or California County Superintendents Educational Services Association (CCSESA) to strengthen Arts in Education (AIE) in each county.
- Host meetings for CAC as needed, without charge, when sufficient notice has been given.

- Participate, where feasible, in cooperative information gathering, and programming when deemed by the CAC and the County Partner to be mutually beneficial.
- Attend the CAC gatherings.
- Be accessible by email and have internet access to CAC website: www.cac.ca.gov

Regional Partnerships: Regional partnerships may be eligible for general operating support for each county in a regional partnership. Regional approaches are encouraged where feasible. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional requests must be justified in terms of the review criteria and the impact of funding request. Regional partner applicants must give evidence of and statistically document service and program equity in each county.

New Partners: All newly designated local partners must submit regular progress reports on the development of their agency to SLPP staff.

Cities: Currently two cities, Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership Program. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.

MATCHING REQUIREMENTS

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source, including individual donations, corporate and foundation support, local and federal government funding, and earned income. In some cases, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. **Contact SLPP staff to determine eligibility before including in-kind as part of the required match.**

FUNDING CRITERIA

Applicants will be reviewed and ranked according to the following criteria. **Each criterion must be addressed within the space provided.**

1. Local Arts Networking and Facilitation

Serve As Resource

County partners serve as a resource for planning, coordinating, implementing and disseminating information about local cultural activities. This role is determined by needs of local artists and arts groups, including municipal arts agencies, in the county.

Act As Link

County partners should be a link between artists, arts organizations, local government, business, education institutions, and the general public. County partners should receive local government support through funding, cooperative partnerships, donated services, and/or access to administrative and technical resources. This may include joint projects or collaborative activities with educational associations/institutions, redevelopment agencies, parks and recreation programs, visitors and convention bureaus, planning and economic development bodies, and other city/county agencies.

Impact Public Policy

County partners should assist in formulating public policies conducive to the growth and professionalization of the arts at the local level.

Partner with CCSESA

County partners should assist in formulating a joint partnership with California County Superintendent Educational Services Association's (CCSESA) Arts Initiative, sponsored by The William and Flora Hewlett Foundation, impacting a systemic state and local approach to bringing the arts into the classroom.

Support Local Arts Development

County partners should provide technical assistance and/or funding to support local arts development. Partners should demonstrate that assessment, planning, programs, and services are developed with broad-based input from the arts community and the general public.

2. Accessibility

The criterion of accessibility should be addressed in terms of cultural diversity, geographic setting, the economic base of the partner and accessibility for those with disabilities. Each can greatly influence the programs and services developed by the county partner.

This discussion should provide a context of the county's unique cultural, geographic, and economic characteristics that help define the community served by the local partner.

Cultural Diversity

Programs and services that foster, promote, and provide exposure to the variety of cultural expression in California should be integral to the mission and activities of the county partner. A local partner should be a catalyst for increasing cultural exchange and

understanding. The county partner should have broad demographic, social, geographic, and cultural representation in programs, services and governance. Programs and services should be accessible to all citizens of the county including older and disabled persons. (see Requirements, located on page ii).

Applicants are required to have a Cultural Diversity Policy. Discuss your county's policy and how it was developed. Include county demographics and describe how the diverse communities within your county contributed to the policy's development. Include how the policy is used to develop programming and outreach activities. In addition, attach a copy of your Cultural Diversity policy to your application.

If your agency has not yet established a Cultural Diversity Policy, describe the process for developing a policy and the timeline for its completion.

Geography

Geographic characteristics include the county's size, physical features including distance between population centers and population location, mountains, forests, deserts or urban/rural areas. Programs and services may be developed because of, or to address, the unique geographic setting of the county partner. **Describe the geographic characteristics specific to your county.**

Economic Base

The county's economic base should be described in terms of the county partner's fiscal setting. Factors might include per capita income, population growth, the economic health of county government, access or no access to corporate and foundation funders, and the viability of the business community. **Describe the economic base of your county.**

Disabilities

Access to cultural programs is a legal requirement of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. **Describe your agency's efforts to make your programming accessible to those with disabilities.**

3. Managerial and Fiscal Competence

County partners must demonstrate adequate staffing to serve the administrative needs of the organization. This includes a minimum of a part-time professional administrator with experience necessary to deal effectively with issues of arts and nonprofit

management. Compensation must be at a professional level. Personnel policies should be developed in writing and an evaluation process should be part of regular operations. The county partner must have a written agreement with its director, which includes salary, vacation, sick leave, retirement, and benefit packages. Opportunities for staff training and professional development must be an integral component of the management strategy. **Discuss and attach your agency's salary and benefit package. Include official and unofficial staff training and professional development package.**

The board of directors, made up of at least 3 or more members—representing the diversity of the county, provides policy direction, maintains fiduciary responsibilities and is committed to fundraising and raising the visibility of the arts in your county. **Describe your board's expertise in: the arts, management, business, education, non-profit and/or government public policy, public relations and marketing. Also describe your board's demographic and geographic representation.**

A diversity of income sources from public and private sectors may be necessary for stable, long-term growth. Plans for fiscal growth to support quality programs and services and to meet budget projections are evidence of managerial and fiscal competence. County government is considered a “partner” in the SLPP. County government should make an annual appropriation to the county's local arts agency designated as the State Local Partner. **Describe your county's annual commitment. Describe the diversity of your income sources.**

Strategic Plan

County partners should demonstrate they have an appropriate planning process involving broad-based community participation to ensure long-term programming and administrative growth. **The local partner must have an organizational strategic plan, updated annually, which includes a statement of the agency's goals and objectives.** Attach to the application, one copy of your county's full strategic plan, and eight copies of an executive summary of the strategic plan.

Managerial competence requires the establishment of equitable and effective decision-making processes, including a clear conflict of interest procedure in all programs, employment, and financial decisions. **Discuss your agency's decision-making and conflict of interest policies and procedures.**

CAC GRANTS CANNOT FUND

1. Out-of-state travel or activities
2. For-profit organizations
3. Programs inaccessible to the public
4. Ongoing programs or expenses of elementary or secondary school districts
5. Projects that are part of the curricula of colleges or universities
6. Capital expenditures; such as equipment purchases or building improvements
7. Hospitality or food costs
8. Trusts or endowment funds
9. Projects with religious or sectarian purposes
10. Expenses incurred before contract starting date
11. Supplanting of salaries or expenses already supported by local government spending

OTHER RESOURCES FOR LOCAL ARTS AGENCIES

Americans for the Arts

1000 Vermont Avenue, N.W. 6th Floor
Washington, DC 20005
(202) 371-2830
Fax: (202) 371-0424
Web: www.artsusa.org

Americans for the Arts is a national organization for organizations and individuals in the United States committed to the arts and culture. Americans for the Arts (AFTA) supports the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

Membership to AFTA gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level. **The 2008 Americans for the Arts Annual Convention will be held in Philadelphia June 20-22.**

APPLICATION FORM INSTRUCTIONS

Please read the application requirements carefully. Due to limited staff and time, SLPP staff cannot follow up on with applicants on the completeness of their submissions. Applications are forwarded to the SLPP review panel as they are submitted to the CAC. The meeting is open to the public and will be held at the offices of the CAC in Sacramento. Local Partners will be informed after the Arts Council approves this possible recommendation.

The following instructions correspond to specific sections of the application.

ORGANIZATIONAL BUDGET SUMMARY INSTRUCTIONS: SECTION C

(Do not submit this page with the application)

Reminders on Completing Budget Summary

Do:

- Use “other” lines and attach schedules in designated areas as needed.
- Use notes to explain and clarify the budget line items where changes are significant from year to year (10% or more).
- Use Budget notes in Section D to delineate in-kind contribution for organizations that do not have a dollar for dollar match.
- Fill in all columns.

Do Not:

- Change, alter, or combine lines.
- Include in-kind support, except on line XII in the second page of Section C and the Budget notes, Section D.
- Include portions of your budget not relevant to arts programming.
- Include endowment, capital funds and/or loans, except as indicated in the second page of Section C.
- Include pass-through support, except on line XIII of Section C.

Observe the following general rules:

- For each fiscal year, complete appropriate budget categories.
- Follow lines exactly as printed; do not cross out, alter, or combine lines. Use lines marked “other” in each category to accommodate special reporting needs (describe in specific sections).
- Limit this budget to activities directly pertinent to arts programming. Do not include indirect costs.
- Be certain that in-kind support is reflected only on line XII and that you describe in detail in Budget Notes, Section D. Remember, this is a cash budget. Call CAC staff person if you have questions regarding “in-kind”.
- The budget page is to cover three full years. If your fiscal year corresponds to the calendar year, include budgets for 2006, 2007, and 2008. If you changed your fiscal year during this period, adjust figures to the best of your ability so each column reflects exactly 12 months. Provide budget notes in Section D to clarify.

- Complete the Budget Notes and Schedules in Section D, where necessary to explain circumstances that might appear problematic; for example, to clarify unusually large increases or decreases; to explain why certain figures appear large or small for an organization of your kind; to explain plans to retire a deficit or use a surplus; to explain why figures on Budget Summary page may differ from those in in-house budgets and financial statements.
- You are required to describe lines marked “other.” If necessary use Budget Notes in Section D.

Definitions of Line Items

I. Income

A. Contributions

1. Federal Government: Cash support from grants or appropriations by federal agencies, including the National Endowment for the Arts (NEA). Use a note to indicate which NEA field or discipline is the source of the grant.
2. State Government: Cash support (other than this request) from the CAC or other state agencies. Use budget notes in Section D.
3. Local/Municipal Government: Cash support from grants or appropriations by city, county, in-state regional, and other government agencies.
4. Individual Contributions: Cash support from private individuals; e.g., donations from patrons, boards of directors, etc. If necessary, describe in Budget Notes, Section D.
5. Business/Corporate Contributions: Cash support. (Include corporate foundation support.)
6. Grant Award Requested: \$7,500. Place in column of the fiscal year in which it would be used.
7. Foundations: Cash support from private or community foundations. (Note: List corporate foundation support on line 5.)
8. Memberships: Cash support (usually dues) from constituents or patrons who receive membership privileges.
9. Fundraising: Include gross proceeds from benefits, or other special events. Include contributions from guilds and auxiliaries. Do not include income from bookstores, restaurants, or other non-program-related activities. These should be listed on Earned Income lines.
10. Other: Income sources different from the ones above.

B. Earned Income

11. Admissions: Revenue from admissions, tickets, subscriptions, etc.
12. Touring: Revenue from touring activities
13. Contracted Services: Revenue from providing specific services (usually to an organization or unit of government), including performance or residency fees, etc.
14. Tuition/Workshops: Revenue from sale of services provided (usually to individuals), such as classes, workshops, or training.
15. Product Sales: Earned revenue from other sources, such as catalog sales, advertising space in programs, parking, etc.
16. Investment Income: Dividends, interest, capital gains and their proceeds, including earnings from endowments if used for operations.
17. Other: Other sources, if any, such as net income from bookstores, restaurants, or other non-program related activities, if such income is used to support operations. If necessary describe in Budget Notes, Section D.

18. Total Income

II. Expenses

A. Personnel

Include salaries, wages and benefits for employees, or payment to consultants.

19. - 24. Artistic/Administrative/Technical

Full-Time: Include all year-round and permanent staff

Other: Include all part-time, project-based, seasonal, collaborating, and consulting personnel.

B. Operating Expenses

25. Facility Expenses/Space Rental: Rental of office, rehearsal facilities, theater, hall, gallery, etc., and overhead for basic utilities. Also include non-structural renovations and improvements. Do not include capital expenditures.
26. Marketing: Marketing, publicity, and promotion, not including payments to personnel listed above (II.A.). Include: costs of newspaper, radio, and television advertising; printing and mailing of brochures, flyers, or posters; food, drink, and space rental when directly connected to promotion, publicity, or advertising.
27. Production/Exhibition: Costs of artistic production, including fares, hotels, and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, and allowances.
28. Travel
29. Fundraising Expenses: Total cost of fundraising events included in contributed income.
30. Regranting
31. Other: Describe in Budget Notes, Section D, if amount of this line exceeds 10% of total expenses. Include loan payments, interest charges, miscellaneous administrative expenses not covered above, yearly acquisition budget, or insurance.

32. Total Expenses

III. Operating Surplus/Deficit: Deficit figures will be indicated with a minus sign (-).

IV. Carryover Fund Balance at Beginning of Year. Include only operating funds. Do not include value of endowments, cash reserves, restricted funds, or capital assets. For current and projected years, this figure should correspond to line VII of the previous column.

V. Accumulated Surplus: Add item III, plus item IV if appropriate. Describe in Budget Notes, Section D the plans to reduce the deficit or use the surplus

VI. Other Net Adjustments: Include fund transfers, special gifts, etc. Indicate deficit adjustments with a minus sign.

VII. Balance at Year End: Carry this figure forward to line IV of the next year.

VIII. Balance of Endowment Fund: Indicate the balance of the organization's endowment fund. Provide notes in Section D detailing major increases and/or decreases to fund.

IX. Cash Reserves: Indicate the balance, with notes in Section D detailing major increases and/or decreases.

X. Balance of Non-Operating Capital Funds: Such as construction or building funds. Provide notes in Section D detailing major increases and/or decreases to fund.

XI. Loans/Lines of Credit: Indicate the balance of all outstanding loans. Provide notes in Section D detailing the reason for the loan, the organization's repayment plan, and terms of the loan.

XII. In-Kind Contributions: Includes the value of in-kind contributions including services, capital acquisitions, space rental, and volunteer services, (artistic, administrative, and technical). All in-kind contributions must be included in notes in Section D for SLP's who do not provide a dollar for dollar match. For organizations with a dollar for dollar match, if the total exceeds 10% of total income (line 17), explain in Budget Notes, Section D.

XIII. Pass-through Funds: Include any funds received as a fiscal agent for the benefit of another organization(s). Pass-through funds should not appear in the operating budget except on line XIII of Section C.

ADDITIONAL INSTRUCTIONS

Section A. Compliance Certification: The application must be signed by an officer who has legal authority to obligate the organization. The required signature by the authorized agent(s) certifies that the applicant organization meets the program's general eligibility requirements.

Section E. Organizational information: Complete as instructed.

Section F. Grant Request Summary, Funding Criteria:

1. Describe how funding will be used.
2. Describe how your agency meets the three criteria; be specific.

Section G. Grant Request Budget: Complete line items that would be funded by the grant. Indicate rates of pay (hourly, monthly, annual etc.) for personnel. Indicate rental rates (where applicable) for operating expenses. Indicate in the Expense column the amount to be supported by the grant. Use the CAC/SLPP Grant and Applicant Match columns to show source of funding. **Applicant match is 1:1; Grand Totals for CAC/SLPP Grant and Applicant Match should be equal.** Total Source of Match (Part C) should also equal Grand Total of Applicant Match (Part B).

Section H. Current Program Description: Briefly describe current programs, summarizing overall programs' emphasis.

Section I. Program Changes: Describe significant staff, budget and/or programming changes during the last year. Responding to panel comments is optional but strongly encouraged.

Section J. New Programs, Services or Activities: Describe programs, services or activities starting in 2008 or 2009.

Section K. Regranting Process Description: Applicants with regranting programs must include this page. Attach to the application all regranting program guidelines/applications and a list of current grantees.

Section L. Arts in Education Description: Complete as applicable for your agency.

Section M. Board List: List the board members or commissioners, including the cities in which they live, a short description of their qualifications (professional and/or vocational affiliations), and terms of office (dates and tenure). Do not include full resumes of board members.

Section N. Advisory Board: List any advisory boards providing type of Board, list Board or Community Member, including cities in which they live, a short description of their qualifications (professional and/or vocational affiliations), and terms of office (dates and tenure). Do not include full resumes.

Section O. Staff List: List key staff members, job titles, major responsibilities, and the average number of hours worked per week. Include a short biography of key staff members. Do not include full resumes.

ATTACHMENTS

Local Government Resolutions: County Applicants must obtain a resolution from the local government body that approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded. This should be attached to the front of the application form.

Financial Statement: All applicants must submit a financial statement for the last completed fiscal year.

Executive Director Salary and Benefit Package: One copy.

Regranting Guidelines and Grantee List: One copy for each regranting program.

Cultural Diversity Policy: Attach a copy of your agency's Cultural Diversity Policy. If a policy has not yet established, describe the process for developing a policy and the timeline for its completion.

Annual Strategic Plan: One copy of the full plan.

Executive Summary of Annual Strategic Plan: Eight copies of an Executive Summary of Annual Strategic Plan.

Letters of Support: Optional (Limit of three). Letters of Support should only be submitted if crucial to documenting the information included in your proposal or if you feel the review panel will get a better sense of community outreach.

Articles and Reviews: Optional (Limit of three). Applicants may submit articles or reviews that show the quality of the organization's activities and its role in the community.

Audio/Visual Documentation: Optional. Audio/visual materials may be included in the application package **only if relevant** to the funding request. If documentation is important to the panel's review of program quality, select the best materials available.

PREPARATION OF AUDIO/VISUAL MATERIALS

- A. Slides or Photos: 10 maximum. Numbered sequentially, top indicated. Label each with name of applicant organization and identity of artist(s); attach up to one half-page log describing content.
- B. CD's or Audio Cassette Tapes: Label each with name of applicant organization and identity of artist(s). Attach up to one half-page log listing selections in sequence. Include title, performing artist(s), instrumentation, and length. (should be of a recent performance.)
- C. DVD or Video Cassette Tapes (VHS only): Label each with the name of the applicant organization and identity of the artist(s). Attach up to one half-page log listing selections in sequence. Include title, performing artist(s), length, and a brief description of the performance or activity shown.

Note: If you wish to have artistic samples returned, please provide an appropriate self-addressed mail container with sufficient postage.

STATE - LOCAL PARTNERSHIP APPLICATION

DEADLINE: OCTOBER 19, 2007

APPLICATION REQUIREMENTS

- All Applicants must mail to the California Arts Council the original SLPP application and 8 copies of the application and attachments collated into sets (except for the Resolution from Local Government which should be attached to the original application).
- Email completed application template by the deadline, October 19, 2007, to SLPP@caartscouncil.com.
- **Applicant must use SLPP application template. Do not alter application pages or Sections.**
- Label all attachments with your organization's name in the upper right-hand corner.
- Number attachments sequentially.
- Reproductions of the application must be readable.
- Grant package must be complete; incomplete applications will not be processed.
- Failure to include the requested information may result in rejection of your request.
- Do not add additional pages.
- Applications must be postmarked and emailed by the deadline.

APPLICATION ASSEMBLY CHECKLIST

- ☐ Resolution from Local Government (one copy).
- ☐ Application Form Sections A-O.
- ☐ Financial Statement. Needs to include: (1) IRS 990 for last completed year; (2) balance sheet; (3) statement of revenues, expenditures and changes in fund balance for the most recently completed fiscal years.
- ☐ Executive Directors Salary and Benefit Package (one copy).
- ☐ Regranting Guidelines and Current Grantee List (one copy of each, if applicable).
- ☐ Cultural Diversity Policy (one copy).
- ☐ Annual Strategic Plan (one copy).
- ☐ Executive Summary of Annual Strategic Plan (eight copies)
- ☐ Letters of Support (limit three)-optional.
- ☐ Articles/Reviews (limit three)-optional.
- ☐ Audio/Visual Materials - optional